

MEMORANDUM FOR: All Units Supported by the Camp McCain ARNG Ammunition Supply Point, (ASP)

SUBJECT: Letter of Instruction (LOI) Regarding Request and Issue of Class 5.

1. Ensure all of the below items have been reviewed, and adhered to well in advance to your arrival to our ASP, and you will be authorized to draw ammunition. If you have questions, do not hesitate to call. This is a tool for your benefit. The following is required of you:

a. Is all of your ammunition forecast for the training period? If not, contact our ASP for Unforecast Ammunition Request Procedures.

b. Have you submitted a DA Form 581 through TAMIS-R? Submit your DA Form 581 in TAMIS whether the ammunition has been forecast or not unless your command needs prior approval from us to support you.

c. Is your all original DA Form 1687 with the requestor listed on it, and Assumption of Command letter current with this ASP? If not, your TAR will not be accepted in TAMIS. There will be no mistakes on your DA Form 1687, must list all original or Digitally signed signatures, not a combination of both, by commander, requestor, and receiver, and must be verified by the ASP. Commander's signature shall not be delegated nor stamped on a Class 5 DA Form 1687 nor delegated on his or her Assumption of Command letter. Fill out a DA Form 1687 per the following information:

DA Form 1687 Preparation Instructions:

1. Preparation date, and format must be: 01 OCT of the new FY (Top right hand corner of form)
Example: 01 OCT 2011

2. Organization receiving supplies: Enter unit name

3. Location Block: Enter "AMMUNITION SUPPLY ACTIVITY" Note: this statement makes your units single DA Form 1687 good for any ASP in the world in accordance with AMMUNITION INFORMATION NOTICE (AIN) 080-13, RETRANSMITTAL OF ALARACT - UTILIZATION OF SINGLE DA FORM 1687 FOR MULTIPLE AMMUNITION STORAGE POINTS (ASP'S) IN SUPPORT OF MUNITIONS OPERATIONS. Otherwords, you can submit one DA Form 1687 to both ASPs in Mississippi or any other ASP and ATA worldwide.

4. Last Name-First Name-Middle Initial Block format: DOE, JOHN A. SSG ETS: 15 NOV 2014
Enter "NOT USED" on any blank lines in this block.

5. Authority REQ REC block: Enter "YES" or "NO". Don't type an X in these blocks.

6. The authority to, enter: Request and/or receive Class 5 (A&E) as indicated above.

7. Remarks block, enter: Authorized representatives above have passed security screenings required by AR 190-11.

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8. Unit Identification code: Enter your TAMIS Request UIC
 9. DODAAC/ Account number: Enter your TAMIS Request DODAAC
 10. Commanders name format, Last name, First, Middle Initial: DOE, JANE B.
 11. Commanders Grade: 0-6
 12. Telephone number: Preferably the unit's number
 13. Expiration Date: 30 SEPT of the current FY. Example: 30 SEPT 2012 (Note: Make sure no soldiers ETS date is prior to the expiration date of the DA Form 1687.)
 14. All signatures must be digitally signed, or signed in original ink, but not a combination of both.
- d. Fax copies of your DA Form 1687 and Assumption of Command letter at least a month in advance to ATTN: SFC Benjamin Fisk, (662)-294-0063 or DSN: 293-7063, or scan to benjamin.g.fisk.mil@mail.mil for verification and TAR acceptance in TAMIS. Original DA Form 1687 shall be hand carried to the Camp McCain ASP.

Important: Both driver and co-driver shall be HAZMAT certified per one of the following: AMMO-62 80 Hour Course, ARNG SMART BOOK Training course, or have completed the AMMO-67 HAZMAT Familiarization & Safety in Transportation, one of the three courses at least, and shall be noted on his or her military license. Personnel shall also have a copy of their HAZMAT cards, AMMO-67, or AMMO-62 certificate, and have their military driver's license notated with their specific HAZMAT training. We will not load vehicles whose drivers have not taken one of the above listed HAZMAT courses. This is for your protection. The department of Transportation can and will fine you up to \$50,000 dollars per day per incident if you have an accident, and are not HAZMAT certified IAW the 49 CFR 172.204 (a), DOD 4500.9R Ch. 204, D.1.a, and FORSCOM/ARNG Reg. 55-1, para. K-4 and K-5. This above applies whether drawing in a tactical or GSA vehicle.

Note: You may register for and complete the AMMO-67 Course online at:
<https://www.atrrs.army.mil/selfdevctr/catalog/search.aspx> **Course Title:**
HAZMAT

- e. You will need two 10 lb BC rated fire extinguishers.
- f. You will need six ratcheting cargo straps. No pull straps or bungee straps.
- g. Driver and co-driver required. All will wear Kevlar while in a military vehicle.

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- h. You will need a DD Form 626 filled out by a licensed mechanic on the vehicle you plan to draw your ammunition in. Bring this form with you to the ASP.
- j. There will be no cargo allowed in the cargo area of the vehicle you plan to draw your ammo in.
- k. Camp McCain will provide placards if you are unable to acquire them.
- l. If drawing in a HMMWV, there will have to be a solid hard separation between cab of truck and cargo from base of bed to top of cab using ¾ inch plywood unless drawing in a hard body HMMWV. (Not a Pallet)
- m. You will need road hazard/warning equipment, and warning triangles.
- n. The ASP will provide a wooden pallet on which to place your ammunition. This pallet shall be returned to the ASP.
- o. The use of cell phones or any other electronic or fire producing devices shall not be taken to the ASP. These items will be left at the ASP office.
- p. Units will need to have enough personnel, (a maximum of four), to load, unload, and screen their ammunition at the ASP. Only one vehicle is allowed inside the ASP gates.
- q. You are also advised to have copies of DA Form 5515 (ammo hand receipt) and scales to weigh your residue. Y/N
- r. Bring your military identification and a copy of your military license to the ASP.
- s. VEHICLES HAULING AMMUNITION ARE NOT ALLOWED IN THE CANTONEMENT AREA OF CAMP MCCAIN. ONCE AMMO IS SIGNED FOR, LOADED, AND DRIVERS OBTAIN THEIR ORIGINAL DD FORM 2890, (DD FORM 2890 IS PROVIDED BY THE CAMP MCCAIN ASP), AND ISSUE DOCUMENTS, THE DRIVERS ARE TO GO DIRECTLY TO THE RANGES.
- t. During issue and turn ins at the Camp McCain ASP, no one, nor vehicles, are allowed in or out of the ASP gates until we have 100 percent accountability on all live and residue items issued and or received.
- u. Issue of Ammunition: All ammunition will be drawn from the ASP per the requesting units DA Form 581. You will need separate request DA Form 581's with different "date material required" dates to split up your forecast and unforecast munitions if you do not plan use the material all at once. For example: you have 5.56MM ball and simulators during an AT to be drawn from our ASP on 09 Oct 2012 but will not use them both in the same week. If they both appear on one DA Form 581, you will draw them both the same day. The only way we will separate the draw is if you have a DA Form 581 for 5.56MM for 09 Oct 2012, and a separate DA Form 581 request listing simulators with a pick up date a week later, etc.

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v. Hours of ASP operation: Our hours of operation are Monday 0700-1530, Tuesday-Friday 0700-1630. We only conduct issue and turn in procedures Tuesday-Friday 0700 through arrival no later than 1400, Saturday-Sunday times are 0700 through arrival no later than 1400. All provided the ASP is in operation because of holidays, non duty hours, etc. There is an exception on turn in of ammo. We will accept turn ins after the above stated times only if your turn in is scheduled on the day your unit is to clear our training center. Only then, and through prior coordination with the ASP, may we be able to assist you with turn in later than the above stated times. Remember, you are not the only unit training at our Training Center. So have your turn in day, and time scheduled when you come to draw from us, and do not deviate from it.

w. Camp McCain ASP Points of Contact:

NAME	RANK	TITLE	PHONE	EMAIL
Benjamin G. Fisk	SFC	ASP Manager	662-294-0065	benjamin.g.fisk.mil@mail.mil
Tracy D. Neal	SGT	A&E Handler	662-294-0065	tracy.d.neal4.mil@mail.mil
Brittany Frazier	SPC	A&E Handler	662-294-0158	brittany.c.frazier.mil@mail.mil

x. Camp McCain ASP Personnel will complete all normal turn in documentation.